

Website Redevelopment Project Lead

DEPARTMENT:	Community Services	STATUS:	Temporary Full Time
NO. OF POSITIONS:	One	UNION:	CUPE
HOURS OF WORK:	35 hours per week	SALARY:	\$37.54 to \$44.22 per hour (2024 rates) + comprehensive benefits package

As a central hub in the Metro Vancouver area, the City of New Westminster delivers a broad spectrum of urban services to over 85,000 residents. New Westminster is rich in history with a viable and thriving economy and has a population representative of the diversity of the region. The City is staffed by talented and dedicated employees who work together to achieve its strategic vision. We have earned a proud reputation for civic leadership, service delivery, and outstanding employee relations.

The City has an exciting opportunity for a temporary full-time Website Redevelopment Project Lead, to lead the redevelopment of the City’s website. The position is anticipated to be one-year. Reporting to the Communications Manager, some of your duties will include:

- Lead, coordinate and review the work of an inter-departmental project team for website redevelopment, including City staff and external website developers;
- Develop and oversee the project plan, timeline, budget and deliverables, ensuring alignment with the City’s priorities and the project schedule;
- Prepare, develop and revise web content in collaboration with communications staff, and make recommendations on website enhancements
- Oversee and implement content migration and functionality testing while ensuring compliance with accessibility requirements;
- Establish and maintain effective working relationships with a variety of internal and external contacts, and provide advice and direction on project initiatives;
- Maintain and prepare a variety of records, reports and correspondence related to the work;
- Perform related duties in keeping with the purpose and accountabilities of the job.

If you have many of the following skills, we want to meet you!

- A diploma in communications or related field, plus considerable experience related to overseeing digital or website redevelopment projects, preferably in a municipal or public sector environment; or an equivalent combination of training and experience.
- Considerable knowledge of principles, practices, standards and techniques related to digital communication and website accessibility.
- Considerable knowledge of content management systems.
- Sound knowledge of the City’s communication objectives, standards, programs and practices.
- Ability to create, write and edit content for websites.
- Ability to lead and oversee the work of staff and consultants engaged in digital communications.
- Ability to communicate effectively orally and in writing and present digital concepts to non-technical audiences.
- Ability to establish and maintain effective working relationships with a variety of internal and external contacts.
- Ability to prepare and maintain various records, reports and correspondence related to the work.
- You are proficient in the use of common office equipment and related programs (e.g., Outlook, Word, Excel, Adobe Acrobat Pro etc.).

Apply online with your resume and cover letter in one document at www.newwestcity.ca/employment by September 7, 2025.

Join a team of enthusiastic and innovative employees, and help us build a vibrant, compassionate, resilient city where everyone can thrive.

We offer our employees great work-life balance, competitive salaries, comprehensive health, benefit and retirement plans (a percentage in lieu of benefits for auxiliary positions), education and training opportunities and challenging and rewarding work.

To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.

New Westminster is on the unceded and unsundered land of the Halq'eméylem-speaking peoples. It is acknowledged by the City that colonialism has made invisible their histories and connections to the land.

We are learning and building relationships with the people whose lands we are on.

We thank all applicants for their interest and advise that only those selected for an interview will be contacted.

This position is only open to those legally entitled to work in Canada.